CFMS ROLLOVER PROCESSING

TASKS TO BE PERFORMED FOR ROLLOVER:

      1.   Review and work rollover reports.

Rollover Facts

1. Contracts will roll until the contract terminates.
2. All encumbered contracts (excluding continuing appropriation) will be liquidated for the prior year, regardless of the roll flag.
3. If the roll flag equals 'Y', and the contract has been encumbered for the new year prior to the rollover, the rollover process will create a rollover accounting change on KAMD/KCAC to increase the encumbrance by the unexpended prior year amount. The change type will equal ROL (FY-Rollover Document). If the contract was not encumbered for the new year, the rollover process will create the new year KACG encumbrance.
4. The KOFY will be updated appropriately on all contracts that were liquidated and/or rolled.
5. New coding structure added in AFS for prior year after the AFS structure roll process must also be added for the new year. If reporting categories are utilized, verify that all FAIT table entries have been entered for the new year and all grants are open.
6. If the End Date of the contract falls between July 1 and August 15, during rollover the contract **will not roll** into the new year and the prior year balance will be liquidated.

Rollover Candidates

- Contracts that are encumbered.
- The open balance is greater than zero.
- The CFMS open balance must match the AFS open balance by line.
- Contracts are not coded with continuing appropriation codes.
- Roll flag equals 'Y'.
- Contract will not expire prior to rollover.
- Calculated CFMS rollover amount plus the new year encumbered amount does not exceed the base contract amount.

Before Rollover

1. Beginning in early June, the Rollover Candidate Report (BK29X) for both AGPS and CFMS combined will be generated weekly. This report is stored in BUNDL and can be accessed by typing the report id number in the *Description* field. Review this report. This report displays all orders and contracts that meet the rollover criteria.

```
SYSTEM NAME  : ISIS              STATE OF LOUISIANA                  RUN TIME: 08.18.15
REPORT NO    : BK29X      ISIS PURCHASING AND CONTRACT SYSTEM             PAGE NO: 9
FREQUENCY    : AS REQUIRED                                         AS OF DATE: 08/09/97
                            ROLLOVER CANDIDATE REPORT
                                 AS OF: 08/09/99

                 AGPS/CFMS
    ISIS         DOCUMENT    ACCT      AFS          DOC
   AGENCY         NUMBER     LINE   OPEN BALANCE   STATUS   DOCUMENT TITLE

    313          3601111      01     99,999.99      441     SYSTEM COMPUTERS
```

2. Change the Roll flag on KENT to 'Y' or 'N', as appropriate. Note: Changing the Roll flag does not grant budget authority for the roll to take place. Check with your budget office, if necessary.

After Rollover

1. To determine contracts that rolled, review the CFMS Document Rollover Report (BK47Y).

```
SYSTEM      : 310                STATE OF LOUISIANA              RUN DATE  : 08/12/98
SYSTEM NAME : ISIS       ISIS PURCHASING AND CONTRACT SYSTEM     RUN TIME  : 02:12:51
PROGRAM NO  : BK47Y                                              PAGE NO    : 1
FREQUENCY   : AS REQUIRED                                        AS OF DATE: 08/12/98
DISTRIBUTE TO: 107 – DIVISION OF ADMINISTRATION

                         CFMS DOCUMENT ROLLOVER REPORT
                               AS OF:  08/12/

                 CFMS
   ISIS        DOCUMENT      DOC        ACCT        ROLLOVER
 AGENCY        NUMBER       STATUS      LINE         AMOUNT

   107          507453       ENS         01         1,245.00
```

2. To determine contracts that failed to roll, there are two reports to check, the CFMS New Year Error Report (BK47A) and the Base Contract Amount Exception Report (BK47B).

```
SYSTEM      : 310                STATE OF LOUISIANA              RUN DATE  : 08/12/98
SYSTEM NAME : ISIS       ISIS PURCHASING AND CONTRACT SYSTEM     RUN TIME  : 02:12:51
PROGRAM NO  : BK47A                                              PAGE NO    : 1
FREQUENCY   : AS REQUIRED                                        AS OF DATE: 08/12/98
DISTRIBUTE TO: 267 – DCRT-OFFICE OF TOURISM

                         CFMS NEW YEAR ERROR REPORT

  ISIS   ACCT CFMS  CFMS    AFS     CFMS    DOC                 AFS
  AGCY   LINE TYPE   BAL     BAL    NUMBER  STATUS SOURCE STAT REASON  INTERPRETATION

   267    01   K   6005.00 6005.00  523443   ENS     A     R   E191E  INVALID REPORTING CATEGORY
```

```
SYSTEM      : 310                STATE OF LOUISIANA              RUN DATE  : 08/12/98
SYSTEM NAME : ISIS       ISIS PURCHASING AND CONTRACT SYSTEM     RUN TIME  : 02:12:51
PROGRAM NO  : BK47B                                              PAGE NO    : 1
FREQUENCY   : AS REQUIRED                                        AS OF DATE: 08/12/98
DISTRIBUTE TO: 267 – DCRT-OFFICE OF TOURISM

                      BASE CONTRACT AMOUNT EXCEPTION REPORT

            CFMS                  CFMS                CFMS               CFMS
   ISIS   CONTRACT   DOC     BASE CONTRACT       CY ENC + PRIOR         FAILED
   AGCY   NUMBER    STATUS      AMOUNT          NET ENCUMBRANCE     ROLLOVER AMOUNT

   267    571299     ENS       15000.00            18500.00            3500.00
```

3. Correct coding for CFMS contracts on-line. Access KACG or KCAC to locate the failure reason codes. Change the encumber status code and then modify the coding, as appropriate. Access KENT or KAMD and encumber the transaction on-line.